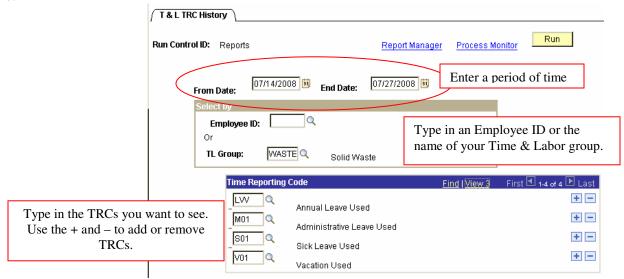
Reports

PeopleSoft has numerous reports available to you to help you ensure that employees are accurately paid.

COF Reports > Report_1 > Employee TRC History – This report will show you the use of a specific TRC or list of TRCs all the employees (or a single employee) in your department for a set amount of time.



COF Reports > Report_2 > Leave Balance CPP – Gives you the amount of leave each employee in your department has available to them.



COF Reports > Report_2 > T L Aprvl Rpt (Sorted By Name) – Time and Labor Information for each employee in your department, sorted by name. Reviewing this report can help you find instances where an employee has too much time or too little time posted. You are required to submit this report to Payroll as part of your Prelist if you enter your time directly into PeopleSoft.

COF Reports > Report_2 > T L Aprvl Rpt (Sorted by TRC) – Time and Labor Information based on the various Time Reporting Codes. Reviewing this report can help you find instances where an employee has used an inappropriate TRC. For example, an employee has Leave Without Pay posted while still have leave available to them. You are required to submit this report to Payroll as part of your Prelist if you enter your time directly into PeopleSoft.

Section 6 Updated 7/28/2008